



JUVENILE REHABILITATION ADMINISTRATION (JRA)
SCHOOL BEHAVIOR RECORDS REQUEST

Date: _____

To Whom It May Concern: _____

RE: Student: _____

Birthdate: _____

The Juvenile Rehabilitation Administration (JRA) is in the process of assessing risk and determining placement of the student named above. A review of school records is a required part of this process. RCW 13.40.480, effective September 1, 1998, requires schools to "...make all student records and information necessary for risk assessment, security classification, placement available to court personnel, and the department within three (3) working days."

☐ Please send records from (dates) _____ to _____.

Per RCW 72.05.425, these records must include:

- ☐ Any history of placement in special education programs;
- ☐ Any past, current, or pending disciplinary action;
- ☐ Any history of violent, aggressive, or disruptive behavior, or gang membership, or behavior listed in RCW 13.04.155;
- ☐ Any use of weapons that is illegal or in violation of school policy;
- ☐ Any history of truancy;
- ☐ Any drug or alcohol use;
- ☐ Any health conditions affecting the juvenile's placement needs;
- ☐ Any other relevant information.

Please forward copies of these no later than 30 days from the receipt of this request. If there are no records, please indicate by marking the box below and returning this form to the address listed below. Should you locate or receive additional records on this student at a later date, we ask that you forward those records within 30 days of receiving them. The above named student is of pre-adjudication or adjudication status with the juvenile court. I certify that the student information received will not be provided to any other agency except what is provided under State law without prior written consent of the student's parent.

Thank you for your assistance. Information may be mailed or faxed to the following address:

Juvenile Rehabilitation Administration

Attention: _____

Telephone: _____

Fax: _____

☐ **There are no records on this juvenile in our files.**

If this form or additional material is not returned in 30 days, we will assume you have no records.

Requesting Staff's Signature

c: JRA Case File